



Business Tax Receipt Checklist

The State of Florida, Board of County Commissioners, and the cities within St. Lucie County, all have specific legal requirements that must be met prior to the issuance of a county business tax receipt. To expedite the issuance of your business tax receipt, please complete the following steps as marked. **If you are printing this from our website, please contact the Tax Collector's Office at the above phone numbers and speak with a customer service representative to determine which steps you will need to complete.**

Business Name: _____

Date: _____

Parcel ID#: _____

Location of Business: (Check One):
 City of Fort Pierce City of Port St. Lucie
 St. Lucie County St. Lucie Village

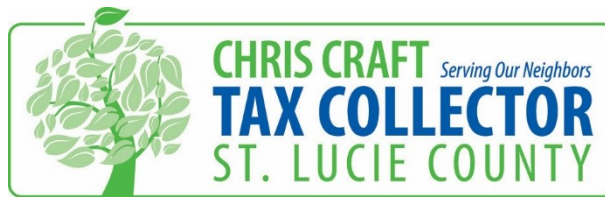
- | | <u>Phone</u> |
|--|--------------|
| <input type="checkbox"/> Exemption for BTR Affidavit (If applicable, requirements attached) | |
| <input type="checkbox"/> Application for Business Tax Receipt from St. Lucie County Tax Collector (See attached) | 772-462-1650 |
| <input type="checkbox"/> Florida Div. of Corp. (Corporations or Fictitious Name Registrations) - www.sunbiz.org | 850-246-6051 |
| <input type="checkbox"/> Florida Dept. of Health (Health Care Practitioners State License) - www.floridahealth.gov | 850-488-0595 |
| <input type="checkbox"/> SLC Planning & Development Services (Zoning) 2300 Virginia Ave., 2 nd floor, Ft. Pierce | 772-462-1553 |
| <input type="checkbox"/> SLC Health Department (Hazardous Waste) 3855 S. US Hwy 1, Ft. Pierce | 772-873-4931 |
| <input type="checkbox"/> Contractors Certification (State) www.myfloridalicense.com/dbpr (Local) - www.stlucieco.gov | 772-462-1672 |
| <input type="checkbox"/> Department of Business & Professional Regulations - www.myfloridalicense.com | 850-487-1395 |
| <input type="checkbox"/> Florida Bar Association (Florida Bar Card) - www.floridabar.org | 850-561-5600 |
| <input type="checkbox"/> SLC Agriculture Dept. – Lawn & Landscape – Pesticide / Fertilizer Certification (Have customer read the pesticides/fertilizer PPT and sign CLM-482. If customer will be using pesticides or Fertilizers, have them call 772-462-1660 to schedule an appointment for certification.) | 772-462-1660 |
| <input type="checkbox"/> Department of Agriculture – www.freshfromflorida.com _____ | 800-435-7352 |
| <input type="checkbox"/> Department of Hotels & Restaurants – www.myfloridalicense.com/dbpr/hr/ | 850-487-4177 |
| <input type="checkbox"/> Florida Department of Children & Families (Child Care) - www.myflfamilies.com | 772-467-4177 |
| <input type="checkbox"/> Agency for Health Care (Adult Living Facilities) - www.ahca.myflorida.com | 850-412-4304 |
| <input type="checkbox"/> City License Required: <input type="checkbox"/> FTP: 772-467-3065 <input type="checkbox"/> PSL: 772-344-4356 <input type="checkbox"/> VSL: 772-466-6900 | |
| <input type="checkbox"/> Bill of Sale (Needed for transfer of Business Tax Receipt) | |
| <input type="checkbox"/> Application for Business Tax Receipt | |
| <input type="checkbox"/> Other _____ | |

Nature of Business: _____

Fee: _____

Applicant's Signature: _____

Clerk Initials: _____



Application for St. Lucie County Local Business Tax Receipt

Business Information:

Business Name:			Mailing Address:		
Fictitious/Corp. Name:			City:	State:	Zip:
Business Address:			Business Phone:		
City:	State:	Zip:	Business Fax:		
Description of Business:					

Owner or Corporate Officer:

Name:			Home Phone:		
Home Address:			Cell Phone:		
City:	State:	Zip:	Email:		
Driver License Number:			SSN # or FEIN #:		

Co-Owner:

Name:			Home Phone:		
Home Address:			Cell Phone:		
City:	State:	Zip:	Email:		
Driver License Number:			SSN # or FEIN #:		

Signature: _____

Title: _____
(Owner, Agent, Officer, Qualifier)

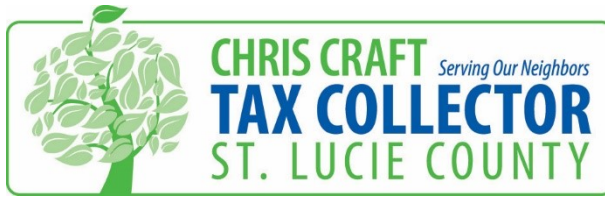
Print Name: _____

Date: _____

Important Note: If the business is located within a City Limits, you MUST contact that city about acquiring a City Business Tax Receipt.

The St. Lucie County Tax Collector collects social security numbers in the issuance of Business Tax Receipts in accordance with Florida Statutes for the purpose of identification and verification. Chapter 1 – 12, County Ordinance Number 07-016

If Paying By Mail: Send completed Application, Checklist, and Check to: PO Box 308, Fort Pierce, FL 34954-0308



Request for Exemption for Business Tax Receipt

Business Name:

Applicant Name:

Business Address:

I attest that I am a majority interest owner of the above-named business, I have fewer than 100 employees, and I do not sell intoxicating liquors or malt and vinous beverages.

- I am a veteran of the United States Armed Forces who was honorably discharged upon separation from service, or the spouse, or un-remarried surviving spouse of such a veteran.
- I am the spouse of an active duty military service member who has relocated to St. Lucie County pursuant to a permanent change of station order.
- I receive public assistance as defined in Florida Statute 409.2554
- My household income is below 130 percent of the federal poverty level based on the current year's federal poverty guidelines.

The below exemptions should have not more than one employee or helper, and who use their own capital only, not in excess of \$1,000.

- I am a person 65 or older and have attached proof of the same.
- I am disabled and physically incapable of manual labor.
- I am a widow with minor dependents

Under penalty of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Business Owner's Signature

Printed Name

Date



Required Documents

- Veteran Exemption, Spouse of a veteran, or the un-remarried surviving spouse of a veteran must provide:**
 - Copy of the veteran's DD214 with the character of service reading Honorable.

NOTE: If the applicant is a spouse or un-remarried surviving spouse; they must also provide a copy of their marriage license and/or death certificate.
- Spouse of an active duty military service member must provide:**
 - Copy of spouse's orders
 - A copy of their marriage license
- Public assistance must provide:**
 - Copy of the Florida Driver License or ID card
 - Current letter from Department of Family and Children authorizing public assistance.
- Household income is below 130 percent of the federal poverty level must provide:**
 - Copy of the most recent income tax return
- 65 or older must provide:**
 - Copy of Florida Driver License or ID card
 - Proof they live in St. Lucie County
 - Proof of Florida residency
- Disabled and physically incapable of manual labor must provide:**
 - Copy of Florida Driver License or ID card
 - Proof they live in St. Lucie County
 - Provide **one** of the following:
 - A certificate from a physician
 - Disabled parking placard
 - Vehicle registration indicating they have a disabled tag
 - Disabled hunting/fishing license
 - A disabled property tax exemption
- Widow with minor dependents must provide:**
 - Copy of Florida Driver License or ID card
 - Proof they live in St. Lucie County
 - Proof of deceased spouse
 - Proof of at least one minor dependent under the age of 18